



Opening Doors. Books. Minds.

November 20, 2012

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Dear Colleagues and Donors,

The members of the Des Moines Public Library Foundation Board wish to inform you of an adverse situation that has occurred in our office and our actions to restore the good standing and effective operation of the Foundation within the community.

We have recently discovered that there have been unauthorized personal purchases on the Foundation's credit card. Despite the existing strong checks and balances that the Foundation has instituted to ensure the good fiscal practices of the organization, these unauthorized charges were made without our knowledge – until now.

Members of the Board of the Des Moines Public Library Foundation wish to assure you that we have taken swift action to deal with this matter. The credit card account has been closed to prevent any future activity. Any loss like this is significant, but the amount involved is not material in relation to the overall operations of the Foundation. A police report has been filed. We are taking action to recover funds, including filing a claim with our insurance agency. We believe most of the funds will be recovered. We are reviewing our fiscal policy and practices and will institute more stringent checks and balances to prevent such actions from occurring again in the future.

It is the mission of the Des Moines Public Library Foundation to support and enrich the capabilities, resources and services of the Des Moines Public Library System. It is also our responsibility to ensure that all funds granted or donated to the Foundation be properly expended. This is why we have taken the swift action in dealing with this matter, restoring the funds to the Foundation, and preventing such actions from occurring in the future.

If you wish to speak to anyone regarding the Foundation's continuing support of the Des Moines Public Library, please call Tom McKlveen, Foundation Board President, at 202-6171; Dory Briles, Foundation Executive Director, at 248-6402; or Greg Heid, Des Moines Public Library Director at 283-4288.

Thank you.

Sincerely,

A handwritten signature in blue ink that reads "Tom McKlveen".

Tom McKlveen
Board President

A handwritten signature in blue ink that reads "Dory Briles".

Dory Briles
Executive Director